



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

August 5, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #00-02

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Labor Day Holiday

Although Monday, September 6, 1999, is a holiday, the OSUP Help Desk staff will be working to process payroll for pay period 8/23/99 through 9/5/99. However, the input (on-line and interface) of payroll entries will follow the early schedule. It is mandatory that the systems be closed at **11:30 a.m.** in order to process calc and related activities. Please adhere to the following schedule for payroll processing purposes:

1. The deadline for Interface agency transactions will be 10:00 a.m., Monday, September 6, 1999.
2. The On-line Time Entry and Master Record Access systems' deadlines will be 9:00 a.m. for timekeepers and 11:30 a.m. for headquarters staff on Monday, September 6, 1999.
3. EFT Direct Deposit file transmission to the bank will be processed Tuesday, September 7, 1999. EFTPS tax file transmission to the bank will be processed Thursday, September 9, 1999.
4. Terminated employee checks and Client/Resident employee checks/earnings statements should be available to local agencies to pick up at OSUP by 2:00 p.m., Tuesday, September 7, 1999. Out-of-town agencies should receive these checks via United Parcel Service (UPS) before 4:00 p.m., Wednesday, September 8, 1999.
5. All checks distributed through direct mail will be mailed as usual on Wednesday, September 8, 1999. Earnings statements of employees on Direct Deposit will also be mailed on Wednesday, September 8, 1999, provided that there are no problems.
6. Agencies' payroll reports should be distributed on Tuesday, September 7, 1999. However, these reports will be available for viewing in BUNDL around 4:00 p.m., Monday, September 6, 1999, if there are no processing problems.
7. Agency Requested Payables will be accepted until Tuesday, September 7, 1999, **8:30 a.m.** as we usually do with Monday holidays and distributed per normal deadlines. These requests may be faxed (**except for batches that include void check requests**).

If you have any questions, please call the UPS Help Desk at (225) 342-8928.

RSM:CDM:mmh